

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
FLEET MATERIAL STORAGE SUPERVISOR 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** OPEN TO DAS EMPLOYEES ONLY

**Location:** Wethersfield, CT

**Job Posting No:** 00003421

**Hours:** 37.5 Hours per Week

**Salary:** \$45,763 - \$59,425 (TC-16)

**Closing Date:** January 26, 2016

The Department of Administrative Services is currently accepting applications for a Material Storage Supervisor 1 position, assigned to Fleet Operations. This position will be accountable for performing all parts related activities at the Wethersfield location and overseeing the parts functions at all three Fleet Service garages (Wethersfield, Norwich and New Haven) including staff; development and implementation of cost, inventory management, and maintenance controls to reduce vehicle repair down time; reconciliation and coding of P-Card statements and related duties as required.

**Eligibility Requirement:** Candidates must have applied for and passed the **MATERIAL STORAGE SUPERVISOR 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:**

Knowledge of the principles and procedures of efficient warehousing and material handling including purchasing; interpersonal skills; oral and written communication skills; ability to utilize computer software; some supervisory ability.

**Preferred Experience, Knowledge, Skills and Abilities:**

The successful candidate will have:

- Proficiency with Fleet Anywhere software;
- Previous supervisory experience in an automotive/dealership parts department.

**General Experience:**

Three (3) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**Special Experience:**

One (1) year of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc.

**Note:**

For State Employees this is interpreted at or above the level of Storekeeper

**Special Requirement:**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permit and/or certifications.

**Physical Requirement:**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

**Working Conditions:**

Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a completed State CT-HR-12 Application Form, and a resume (current State Employees must also submit the last year of attendance records and the last two service ratings) to:

**DAS SmART HUMAN RESOURCES  
165 CAPITOL AVENUE, 5<sup>TH</sup> FLOOR EAST  
HARTFORD, CT 06106**

**Att: Theresa Judge, Human Resources Leadership Associate**

**FAX: 860-622-2964**

**E-MAIL: THERESA.JUDGE@CT.GOV**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 00003421 ON THE APPLICATION.**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 01/26/16 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.